

Message Text

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60
ORIGIN SS-15

INFO OCT-01 EUR-12 IO-10 ISO-00 NSC-05 NSCE-00 SSO-00

USSS-00 A-01 OPR-02 SY-05 CPR-01 OC-05 CCO-00 /057 R

DRAFTED BY S/S-S:CJOHNSTONE:KG

APPROVED BY S/S-CABORG

S: PEBARBIAN

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FM SECSTATE WASHDC

TO AMEMBASSY PARIS IMMEDIATE

AMEMBASSY LONDON

USMISSION GENEVA

AMEMBASSY BONN

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E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECRETARY'S VISIT: OVERALL SECRETARIAT REQUIREMENTS

THE PRIMARY S/S FUNCTION IS TO PROVIDE INFORMATIONAL SUPPORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS THE CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC (REQUIREMENTS IN THIS REGARD ARE OUTLINED IN SEPTEL). OTHER S/S RESPONSIBILITIES INCLUDE SCHEDULING, PREPARATION OF BRIEFING MATERIALS FOR THE SECRETARY AND COORDINATING ACTIVITIES OF THE PARTY:

1. PERSONNEL: EXECUTIVE SECRETARIAT ADVANCE TEAM WILL SUPPORT SECRETARY'S VISIT TO EUROPE. THEY WILL ARRIVE TO HELP COMPLETE ARRANGEMENTS. WILL SEND FLIGHT NUMBER AND ARRIVAL TIME WHEN KNOWN. ADVANCE TEAM SHOULD BE LODGED WHERE SECRETARY'S PARTY WILL STAY. ANOTHER S/S TEAM CONSISTING OF RICK SHERMAN AND SECRETARY WILL ARRIVE ABOARD SECRETARY'S PLANE.

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TARY'S PLANE.

2. ADVANCE TEAM: THE ADVANCE TEAM FUNCTION IS TO INSURE THAT ALL REQUIREMENTS FOR THE SECRETARY'S VISIT ARE BEING MET. STARTING WITH THE ADVANCE TEAM'S ARRIVAL S/S SHOULD BE ASSISTED FULL TIME BY AN S/S LIAISON OFFICER. PLEASE CABLE NAME OF LIAISON OFFICER, WHO SHOULD MEET ADVANCE TEAM ON ARRIVAL. A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL OF THE ADVANCE TEAM. THIS IS MOST EASILY DONE BY ASKING THE C&R TO SLOT EACH CABLE ON THE VISIT FOR S/S.

3. SCHEDULING:

A. THE SECRETARY WISHES TO DEFER TO THE EXTENT POSSIBLE TO HIS HOSTS' SUGGESTIONS AND JUDGMENT ON HIS VISIT SCHEDULE. WITHOUT PRESSING HOST GOVERNMENTS, POSTS SHOULD REPORT SCHEDULING INFORMATION AND SUGGESTIONS AS THEY BECOME AVAILABLE.

B. THE FOLLOWING INFORMATION IS PARTICULARLY USEFUL, THOUGH POSTS SHOULD BE PATIENT IN OBTAINING IT:

1. THE TIME AND LOCATION OF PROPOSED MEETINGS AND OTHER EVENTS, INCLUDING SUGGESTED PARTICIPANTS ON BOTH SIDES.

2. ANTICIPATED PRESS ARRANGEMENTS AND COVERAGE FOR ALL EVENTS, INCLUDING ARRIVAL AND DEPARTURE PLANS.

3. DRAFT TEXTS FOR PROPOSED/EXPECTED REMARKS FOR THE SECRETARY DURING HIS VISIT.

C. APPROXIMATELY 36 HOURS BEFORE SECRETARY'S ETA, POSTS SHOULD RECAP ALL SCHEDULING INFORMATION BY IMMEDIATE CABLE TO THE SECRETARY'S PARTY.

4. MISCELLANEOUS ARRANGEMENTS:

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A. PLEASE FURNISH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS TO S/S ADVANCE TEAM ON ARRIVAL. USUALLY THESE NOTES ARE TO THE PRIME MINISTER AND FOREIGN MINISTER. SPECIAL ATTENTION SHOULD BE PAID TO FORMS OF ADDRESS AND PROPRIETIES OF SALUTATIONS.

B. LIAISON OFFICER SHOULD CONFIRM IN ADVANCE ARRANGE-

MENTS FOR TICKERS AND NEWSPAPERS (SEE FOLLOWING):

C. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI,
AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF
CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED
TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS
THEREAFTER UNTIL 2400. POST SHOULD TRY TO ARRANGE FOR
MACHINE TO RUN UNATTENDED BETWEEN 2300 AND 0500.
PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE
ARTICLES ON A GIVEN SUBJECT. PERSON ASSIGNED TO
SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH
THE FIRST SECRETARIAT OFFICER TO ARRIVE IN ORDER TO
ASSURE COMPLETE AGREEMENT ON PROCEDURES. TEN COPIES
OF ENGLISH-LANGUAGE NEWSPAPER AND TEN COPIES OF USIS
WIRELESS FILE SHOULD BE MADE AVAILABLE TO S/S BY 0600.

5. ATTENTION IS DRAWN TO S/S REQUIREMENTS FOR DUTY
SECRETARIES AND COURIERS OUTLINED IN ADMIN CABLE.

6. FOR LONDON: SINCE THE SECRETARY WILL NOT BE IN
LONDON OVER NIGHT THE ABOVE INSTRUCTIONS SHOULD BE
MODIFIED ACCORDINGLY. INGERSOLL

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To: PARIS MULTIPLE
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